



LOUISIANA STATE UNIVERSITY

Finance & Administrative Services
Auxiliary Services

USPS Domestic Mail Postage Charge Form

DATE		UPS Use Only # OF PIECES / METERED BY:	
DEPARTMENT			CONTACT NAME
EMAIL			PHONE NUMBER
# OF MAIL PIECES	DESCRIPTION OF MAILING		
DRIVING WORKTAG*			
MUST BE TYPED			
NO SPACES NO DASHES			

FORM MUST CONTAIN BARCODE

*ENTER WORKDAY PROGRAM, PROJECT, GIFT, GRANT OR AGENCY DRIVING WORKTAG

REQUESTED SERVICES

FIRST CLASS MAIL

MAXIMUM WEIGHT IS 13 OUNCES, OVER 13 OUNCES, IS POSTED AS PRIORITY MAIL.

Non-Machinable Mail

MAILING SERVICES AND TYPES LISTED BELOW MAY REQUIRE SPECIAL FORMS AND MUST MEET USPS REQUIREMENTS.

PLEASE INQUIRE AT lsumailsvc@lsu.edu OR 578-5114. FORMS ARE AVAILABLE THROUGH THE UPS STORE.

PRIORITY MAIL

DELIVERY CONFIRMATION

-SENDER'S EMAIL REQUIRED

CERTIFIED WITH RETURN RECEIPT

-FORM REQUIRED

MEDIA MAIL

PRIORITY MAIL EXPRESS

-FORM REQUIRED

CERTIFICATE OF MAILING

-FORM REQUIRED

LIBRARY MAIL

SPECIAL INSTRUCTIONS

-THIS FORM IS TO BE USED FOR DOMESTIC MAIL ONLY. PLEASE KEEP INTERNATIONAL MAIL SEPARATE. - MAIL MUST BE BUNDLED TOGETHER BY A RUBBER BAND, LARGE QUANTITIES OF MAIL MAY BE PLACED IN A MAIL TUB OR TRAY, AND MUST HAVE THIS DOMESTIC POSTAGE CHARGE FORM SECURELY ATTACHED IN PLAIN VIEW.

- ALL OUTGOING USPS MAIL THAT REQUIRES POSTAGE MUST BEAR A VALID UNIVERSITY RETURN ADDRESS AND SHOULD BE SEPARATE FROM ALL OTHER MAIL.
- MAIL SHOULD BE STACKED WITH ADDRESSES FACING THE SAME DIRECTION; LARGER PIECES ON THE BOTTOM, SMALLER PIECES ON TOP.
- LARGE ENVELOPES AND OVER STUFFED ENVELOPES CANNOT BE MACHINE SEALED AND SHOULD BE MANUALLY SEALED BEFORE BEING PLACED IN OUTGOING MAIL.

310 Student Union Baton Rouge, LA 70803